

January 22, 1998

TO: QMSC

FROM: 300/H. Mitchell

SUBJECT: Planning for QMS Directorate-Level Procedures

As requested by the QMSC, I have developed the attached table to highlight those Directorate-Level documents which the QMS requires to be developed (or, in some cases, considered for development). I have also attempted to "guess" which organizations need to concern themselves with the Directorate-Level document in question.

You will immediately note, that there are few Work Instructions indicated. This should not be interpreted that few Work Instructions will be needed. The need for a Work Instruction is more a function of task complexity and personnel training/experience than the dictates of any GPG.

My suggestion is that each of you introduce this table to your Directorate Management as a starting point for Directorate deliberations as to what procedures need to be developed at what level within the Directorate. The sooner this begins the better. Aside from the practical consideration of getting QMS documentation on paper, I expect this exercise will constitute a considerable reality check on the GPG's themselves.

Directorate-Level Procedures (PG's) and Work Instructions (WI's)
Necessitated by GSFC QMS GPG's
(Updated 2/17/98)

GPG	PG	WI	Org. Code (X indicates Organization Impact)								
			100	200	300	400	500	600	700	800	900
1270.4 Quality System	Project Plan					X	X	X	X	X	X
	Project Systems Plan					X	X	X	X	X	X
	Project Technology Requirements Plan					X	X	X	X	X	X
	Project Technology and Commercialization Plan					X	X	X	X	X	X
	Project Operations and Business Opportunities Plan					X	X	X	X	X	X
	Assessment of Infrastructure and Upgrade and Development Plan					X	X	X	X	X	X
	Knowledge Capture Process Plan					X	X	X	X	X	X
8700.1 Design Planning and Interface Management	Design Plan					X	X	X	X	X	X
8700.2 Design Development	Configuration Control					X	X	X	X	X	X
8700.3 Design Validation	Validation Plan					X	X	X	X	X	X
8700.4 Technical Review Program	System Review Plan					X	X	X	X	X	X
	Peer Review Plan					X	X	X	X	X	X
5100.1 Procurement	Developing Letter of Delegation for GSI ¹				X						
5900.1 Control of Customer-Supplied Product		Receiving Inspection Instructions (with each procurement)				X	X	X	X	X	X
8072.1 Process Control	Process Management Plans and Procedures						X	X	X	X	X

GPG	PG	WI	Org. Code (X indicates Organization Impact)								
			100	200	300	400	500	600	700	800	900
4520.1 Incoming Inspection		Receiving Inspection Instructions (with each procurement)		X	X	X	X	X	X	X	X
8730.1 Calibration and Metrology	Calibration Lab Operations and Auto Recall System Operations				X					X	
	User/Property Custodian Procedures			X	X		X	X	X	X	X
5330.3 Inspection and Test Status	Software Inspection and Test Status Procedure (if alternate approach to WOA is desired)						X	X	X	X	X
5340.2 Control of Nonconforming Product	Project Nonconforming Product Evaluation and Disposition Procedures (may be incorporated into GPG 1270.4 PG's)					X	X	X	X	X	X
5340.3 Preparation and Handling of Alerts and Safe Alerts	Appointment of Alert Coordinator (by memo or employee performance plan)				X						
	Alert Collection and Distribution Process				X						
	Safe Alert Evaluation and Distribution			X						X	
	Project Participation in Alert Process (addressed in GPG 1270.3 PG's)					X	X	X	X	X	X
6400.1 Handling, Storage, Packaging, Marking, Preservation, and Transportation	Storage Area Processes and Procedures			X		X	X	X	X	X	X
		Product Handling, storage, etc. Instructions				X	X	X	X	X	X

GPG	PG	WI	Org. Code (X indicates Organization Impact)								
			100	200	300	400	500	600	700	800	900
1440.7 Control of Quality Records	Complex or Org.-specific Record Control Procedure		X	X	X	X	X	X	X	X	x
9980.1 Internal Audit System	Facility Audit Coordinator Appointment (by memo or employee performance plan)				X					X	

Notes: ¹ Should probably be a GPG since it involves PR Initiator, Procurement, and Assurance personnel